State of Tennessee County of Robertson

  **Robertson Co. Emergency Communications District (E-911)**

 **Minutes – July 16, 2024**

**2024-07-01 Call to Order**

The Chairman, Bruce Dean called the meeting to order at 9:00 a.m., at the ECC Building.

**Roll Call -** B. Dean, Present J. Head – Present

 C. Holmes – Absent, Excused N. Johnson – Absent, Excused

 C. Gregory – Present J. Ring – Absent, Excused

 F. Stubblefield – Present M. Van Dyke – Present

 M. Wilhoit – Present

 **Board Members Present** (6) Board Members Absent (3) Excused (3)

**Others Present:** Dee Dee Perry, Skylar Tackett, Rachael Payne, Jason Pentecost, Charlie Clark, Joe Boland, Madison Burnett, Dr. Jim Gray, Staci Knox, Johnny Marlin, Mayor Billy Vogle

**2024-07-02 Review Meeting Agenda**

**2024-07-03 Recognize Visitors**

**2024-07-04 North Main Street Address Change Presentation and Discussion**

Dee Dee Perry made a presentation on issues present for North Main Street (Springfield), which prompted the need for an address change. The issues include many addresses being out of order and several driveways being off a secondary road. Bruce Dean asked if any board members had any questions, with none being heard, he asked visitors if they would like to speak. Staci Knox, who resides at 301 North Main Street passed out copies of information she had prepared. She also had a copy of an easement plat that she did not have copies of to share but passed around. Staci stated she got a letter saying her property was going to be changed from North Main Street to 3rd Avenue West. She stated there was a shared driveway between herself and her neighbor, where she granted an easement to her neighbor because they drive big trucks and the four feet, they owned would not be enough. She stated because of this, she granted them an easement in 2007, which is what shows on the plats she brought. She stated she believes confusion arose because she has a concrete pad behind her house that they refer to as the “courtyard”. She cited the Tennessee code stating that concrete pad did not meet the TCA for a definition of a driveway. Staci stated she is present to ask the board to consider keeping her address on North Main Street and not move it to 3rd Avenue. She stated Dee Dee was very patient and helped her understand why her address was being discussed. Bruce Dean asked her where she normally parked, to which she pointed at the shared driveway on the TV monitor. She pointed out a sidewalk, stating that is where she entered her house because there were only 3 steps and she unloaded groceries directly into her pantry from that entrance. She stated that was the best way to get into her house. Jason Head asked where she received her mail, and she stated North Main Street, and her numbers were facing North Main Street as well. Jason Head asked if she realized the number would still change because of all the issues. She stated she did realize that, and she has witnessed the issues with the numbering as well as seeing how well it was explained by Dee Dee. She stated she would fully expect her number to change but wanted to keep the North Main Street address. Dee Dee asked to have a copy of the easement paperwork. Dee Dee stated to Staci that in the times they had talked, there had been no mention of an easement. Faye Stubblefield asked Staci if she parked in the driveway, and never in the courtyard. Staci stated she parked in the driveway or in the street and explained that she did have a wood-working shop in the building just off the courtyard, so they could pull up to load/unload furniture. She stated crime had increased in the historic district a little bit, and her furniture kept getting stolen. She stated she could no longer just leave the furniture out there. No further questions for Staci Knox. While speaking, Staci kept referring to EMS as being the ones that felt there was an issue. Bruce Dean corrected this with Staci, telling her this was a 911 issue, not EMS.

Johnny Marlin and Dr. Jim Gray were present from North Main Street Church of Christ, located at 318 North Main Street. They asked if they would be getting a new number, to which Bruce Dean stated they would. Johnny stated he had to change his home address several years ago and it was not an easy task. He is concerned about all the mail they receive/send out because of mission trips and locations all over the world. He stated they came to the meeting to understand why, and now they do.

Bruce Dean asked if there was any further discussion. Jason Head stated that he understood how difficult it was to change addresses, and the whole county was dealing with it. He stated it does impact emergency services, but the biggest reason was because of growth and change. People are tearing down one building and putting two in place, and we are running out of numbers because of this.

Bruce Dean stated there were two requests on the table. One not to change at all. Another to leave 301 North Main Street on North Main. Jason Head stated he thought they should be addressed separately.

Motion made by Jason Head to leave 301 North Main Street addressed on North Main Street, due to the presentation and the legal easement on the property from North Main Street that met the requirements. Motion was seconded by Mike Wilhoit.

*Roll Call Vote: J. Ring – Absent, Excused M. Wilhoit - Yes*

 *F. Stubblefield – Yes N. Johnson – Absent, Excused*

 *M. Van Dyke - Yes C. Gregory - Yes*

 *J. Head – Yes B. Head - Yes*

 *C. Holmes – Absent, Excused*

 *Vote of: (6) Yes (3) Absent (3) Excused*

Chad Gregory made a motion to re-address North Main Street. Michael Van Dyke seconded the motion.

*Roll Call Vote: M. Van Dyke - Yes F. Stubblefield - Yes*

 *C. Gregory – Yes J. Head - Yes*

 *C. Holmes – Absent, Excused N. Johnson – Absent, Excused*

 *J. Ring – Absent, Excused B. Head - Yes*

 *M. Wilhoit - Yes*

 *Vote of: (6) Yes (3) Absent (3) Excused*

**2024-07-05 Review & Approval of June 19, 2024, Minutes**

Minutes reviewed by all the board members at this time. No questions.

Motion by Faye Stubblefield to approve the May 18, 2024, minutes as reviewed. Motion was seconded by Chad Gregory. No questions, all in favor, motion carried.

**2024-07-06 Review & Approve June 30, 2024, Financial Report**

Bruce Dean informed the board that there was no financial report yet due to the close of the fiscal year. It will be given at the next meeting.

**2024-07-07 Reports from Committees**

**(Rachael)**

1. **Address Issues** – Rachael turned it over to Dee Dee for addressing issues. Dee Dee stated she had some individual address issues to present to the board.
	1. **322 Fieldstone Ln** – This was done when subdivision lots were pre-addressed. It was initially given 324, and someone asked for an address a while back and it was addressed at 322. The property has been sold again, and the driveway will be moved. Property needs to be addressed at 324 due to the driveway location. It was clarified that this is a lot under construction and does not affect anyone else.

Motion made by Mike Van Dyke to approve address change. Motion was seconded by Chad Gregory.

*Roll Call Vote: M. Wilhoit - Yes F. Stubblefield - Yes*

 *J. Ring – Absent, Excused N. Johnson – Absent, Excused*

 *C. Gregory - Yes C. Holmes – Absent, Excused*

 *M. Van Dyke – Yes B. Head - Yes*

 *J. Head - Yes*

 *Vote of: (6) Yes (3) Absent (3) Excused*

* 1. **330 Fieldstone Ln** – The same contractor bought this lot as the previous address. Original plat had this address listed at 330. The property was sold, and the driveway was moved, so the address needs to be 340. This is another lot where there are currently no structures. Faye asked if by fixing these two addresses, if all of Fieldstone would be corrected. Dee Dee stated that she has not looked over the whole road. The newer portion should be correct, but she cannot state as to whether the old portion is correct.

Motion made by Michael Van Dyke to change the address to 340 Fieldstone Ln. Motion was second by Chad Gregory.

*Roll Call Vote: N. Johnson – Absent, Excused J. Head - Yes*

 *M. Wilhoit - Yes C. Holmes – Absent, Excused*

 *F. Stubblefield - Yes J. Ring – Absent, Excused*

 *M. Van Dyke – Yes B. Head - Yes*

 *C. Gregory - Yes*

 *Vote of: (6) Yes (3) Absent (3) Excused*

* 1. **6228 Bethlehem Rd.** – A request for an address was received years ago. This address was issued. Another request has been recently received. The driveway was moved without addressing being notified. The owner of the property, who lives in the house at the back of the property will be moving to a new house being built towards the front of the property, which is where the original address was given. So, the homeowner that is moving would need to keep 6228, and the existing house in the back that will be sold needs to be re-addressed since the original location of the driveway was moved.

Motion made by Michael Van Dyke to change the address of the original house that was built on this property. Motion was seconded by Faye Stubblefield.

*Roll Call Vote: M. Van Dyke - Yes F. Stubblefield - Yes*

 *C. Gregory – Yes J. Head - Yes*

 *C. Holmes – Absent, Excused N. Johnson – Absent, Excused*

 *J. Ring – Absent, Excused B. Head - Yes*

 *M. Wilhoit - Yes*

 *Vote of: (6) Yes (3) Absent (3) Excused*

1. **Interlocal Agreement Update** – Rachael stated Coopertown has sent a letter with the signed agreement stating that they are no longer requesting a seat on the board but are demanding it. Jason Head stated that 55% of their calls are traffic stops, which are self-generated. He stated there were ways to bring those numbers down to make their fees cheaper. Michael Van Dyke stated that the money received from the state was for the 911 board, not dispatching services, and there seems to be some confusion of the difference between the two. Mayor Vogle stated they contacted him a little while back to give some land back and requested a copy of the letter that was sent. Rachael stated the money had been received for the year for Coopertown and Greenbrier, who chose to pay it yearly instead of monthly.
2. **Addressing Policy OPS 15 –** Rachael stated she made the requested changes to the policy that the board discussed in the last meeting. Wording was added to state that if a structure was demolished and was going to be rebuilt, the property owner must apply for an address to ensure it is still in line with the rest of the road and doesn’t need to be changed because of a driveway change.

Motion was made by Faye Stubblefield to approve the change to OPS 15 Policy. Chad Gregory seconded the motion.

*Roll Call Vote: M. Wilhoit - Yes F. Stubblefield - Yes*

 *J. Ring – Absent, Excused N. Johnson – Absent, Excused*

 *C. Gregory - Yes C. Holmes – Absent, Excused*

 *M. Van Dyke – Yes B. Head - Yes*

 *J. Head - Yes*

 *Vote of: (6) Yes (3) Absent (3) Excused*

1. **Furniture for new 911 Addressing Office -** Rachael addressed Mayor Vogle stating there may have been some misunderstandings about the move and that 911 was upset with the move. She stated nobody was upset about the move and we were going to make it work, just still working on the logistics of the move. Rachael explained that the county is taking the step to pay for the move through ServePro. There has been some back and forth about the lack of a generator not being in the new building. Rachael stated the county has also agreed to purchase partitions and a new computer for 911 due to the move. Rachael explained that with the move of the 911 Addressing office across the street in the newly renovated space, there is a possibility some of the furniture will not survive the move. Some other departments have also expressed interest in some of the old furniture if it is not going to be moved. Rachael stated Dee Dee had gotten a quote for new office furniture to put in the office, which totals 12,632.58. Bruce Dean thanked Sheriff Van Dyke for coming up with this idea instead of having to pay for a new generator. Bruce asked about the plotter printer, as there was discussion about that bein an issue before. Michael Van Dyke asked if there was money in line items to pay for the purchase of the furniture and printer. Rachael stated since it was the beginning of the budget year there was, but it would likely result in a budget transfer later in the year.

Motion made by Michael Van Dyke to approve the purchase of the new furniture for the 911 Addressing office. Motion was seconded by Chad Gregory.

*Roll Call Vote: N. Johnson – Absent, Excused J. Head - Yes*

 *M. Wilhoit - Yes C. Holmes – Absent, Excused*

 *F. Stubblefield - Yes J. Ring – Absent, Excused*

 *M. Van Dyke – Yes B. Head - Yes*

 *C. Gregory - Yes*

 *Vote of: (6) Yes (3) Absent (3) Excused*

1. **Plotter for new 911 Addressing Office –**

Motion made by Michael Van Dyke to purchase a new plotting printer for the 911 addressing office, not to exceed $10,000, so the old printer could be moved to dispatch as a backup. Faye Stubblefield seconded the motion.

*Roll Call Vote: J. Ring – Absent, Excused M. Wilhoit - Yes*

 *F. Stubblefield – Yes N. Johnson – Absent, Excused*

 *M. Van Dyke - Yes C. Gregory - Yes*

 *J. Head – Yes B. Head - Yes*

 *C. Holmes – Absent, Excused*

 *Vote of: (6) Yes (3) Absent (3) Excused*

1. **911 Addressing position –** Rachael stated interviews had been conducted for the open 911 position and tests had been given. She stated the position should be filled in the next week or so.

**(Jason)**

Jason presented the board with updated call numbers and department numbers for the previous month.

**(Skylar)**

Skylar presented the board with the quote for the replacement of the roof on the ECC building. He stated this is the project that has been discussed for the last couple of years since the warranty ends this year on the current roof. Michael Van Dyke asked if it was a whole new roof system. Skylar stated they will basically remove all of the gravel for the current roof and apply a polyurethane coating that will have a warranty of twenty (20) years as it wears down to the base coat. The coating will have to be reapplied every twenty (20) years to the base coat. Michael Van Dyke asked if it needed to be put out for a sealed bid. Rachael stated WTI had contracts through OMNIA partners, and it was in policy that purchases could be made through cooperative purchasing agreements. Rachael also stated this company is the one that currently has the warranty on the roof, and the company that did the work in the limestone around the top of the building a couple of years ago. Rachael stated the project would have to be capitalized, and more discussion would have to be had with finance to decide the exact length of the project. Michael Van Dyke asked when the building would be paid off, and Rachael stated it was next budget year, 2025-2026.

Motion made by Michael Van Dyke to move forward with the roofing project. Motion seconded by Chad Gregory.

*Roll Call Vote: M. Wilhoit - Yes F. Stubblefield - Yes*

 *J. Ring – Absent, Excused N. Johnson – Absent, Excused*

 *C. Gregory - Yes C. Holmes – Absent, Excused*

 *M. Van Dyke – Yes B. Head - Yes*

 *J. Head - Yes*

 *Vote of: (6) Yes (3) Absent (3) Excused*

Michael Van Dyke stated with the position of the district and having the building paid off next year, it might be time to be looking at some capital projects and making some repairs. Rachael mentioned a backup center was still needed as well.

**2024-07-08 Old Business**

None

**2024-07-09 New Business**

Mayor Vogle asked if Clyde Richert should be contacted about the letter from Coopertown. Bruce and Rachael stated that was done last year, which resulted in them being sent a letter about withdrawing dispatching services if they didn’t want to sign the agreement.

Chad Gregory provided a radio update. The Sheriff’s Office has gotten all mobiles except one, and portables are being worked on to be handed out. Paging tests need to be done for EMS/Fire so their radios can be installed, and they could be moved over to the new radio. Some paging tones had to be changed, so that is also a logistical issue to work out. Rachael explained the reason EMS is being scheduled next is so that two dispatchers could be moved fully to the new radios.

**2024-07-10 Adjournment**

 Meeting adjourned by the Chairman, Bruce Dean at 9:52 am.

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Chairman, Bruce Dean Secretary, Nancy Johnson

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Typist, Rachael Payne